



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
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**EFFECTIVE: 07-02-10**  
Updated

**SUBJECT: DENTAL EXAM, FOLLOW-UP AND  
TREATMENT**

**APPROVED: 07-02-10**

  
**BY: Ron Griffin, Director**

**PURPOSE**

Preventive dental services and treatment are designed to ensure that a child's teeth and gums are healthy, and that dental health problems do not affect a child's overall health. Fluoridation is one of the most effective means of preventing tooth decay.

**REFERENCE**

Head Start Performance Standards **1304.20(C)(3)(I) and (ii)**

**PROCEDURE**

- Health Specialist will set up the screening dates at the beginning of each school year, and will forward a master calendar to Program Supervisors and Sties. The First 5 dentist will come out to each site twice.
- Home Base families will be notified in advance and encouraged to attend the dental exam day.
- The Program Generalist will post one week prior to the dentist coming out in each classroom the **"Open Wide We Are Coming to Peek Inside"** flier with the date and time for Parent Education Training.
- The Program Generalist will prepare a First 5 Dental Program Exam Form for each child. Forms will be filled out Parent Orientation Day and kept with the Program Generalist until the dentist arrives.
- The dentist will do a visual screening of each infant, toddler and child who are in attendance. The dentist will give each infant, toddler and child a screening score of 1 through 9(a) and will sign each child's form.
- If the dentist screens an infant with no teeth, the dentist will check the gums to make sure they are healthy, using the child's dental forms (unless the dentist requires use of another form for billing/grant purpose).
- The dental exams forms are on NCR. The Generalist will give the **White** original to the dentists, the **Yellow** will be given to the parent and the **Pink** copy will be filed in the child's file.
- The Generalist will document in COPA results of dental exam

## **Follow-Up Treatment**

Follow-up treatment will be provided to each child who needs it. The Program Generalist will review each infant, toddler and child's First 5 Dental Exam Form before filing it away. If treatment is needed, send a follow-up letter to the parents using specific timelines as follows:

The first notice for treatment will be given the same day as the exam, the 2<sup>nd</sup> notice will go out to the parents 14 days after the exam date and the 3<sup>rd</sup> notice will go out 21 days from the exam date the dental status questionnaire will be sent with each follow up form. The Program Generalist will offer assistance as needed to ensure that any appointments can be made and kept.

If a child's dental needs have been scored as needing follow-up, but the need is not urgent (**Scores 4-7**), and the parent remains non-compliant even after all follow-up steps listed above have been taken, the Generalist will document all details in the child's file and in COPA case notes. If a child's dental needs have been identified as urgent (**Scores 9-8a**) and parents remain non-compliant then the generalists will generate in COPA a referral to the Health Education Specialist.

### **Children who missed the Dental Screening Day:**

Infant, toddlers and children who were absent or enrolled after the Dental Exam Day, must be channeled to a dentist in their community.

If the parent does not have dental insurance, give the First 5 Dental Flier to the family and follow up with the family to assure an appointment has been made and to assure the family has connect with an on going accessible dental home.

If the parent has dental insurance, give them the Dental Exam/Treatment Verification Form to take to their dentist and follow up with the family to ensure an appointment has been made.

Please remember to remind parents at every opportunity that all services and treatments provided by the First 5 Dental Program are totally free of charge.

### **Regarding In-Kind**

All in kind will be generated through First 5 and given directly to the Health Specialist.